

Standard Mail (A)—Automation Flats

Related QSGs: 010, 012, 750, 820, 922, 923, 924 Nonprofit: 670

641

Quick Service
Guide

Eligibility Overview (E640) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be 100% ZIP+4 barcoded or delivery point barcoded (C840), and sorted and marked as described below. All pieces must fit within standards for flat-size barcoded mail (C820). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	For pieces weighing:	0.2068 lb. (3.3087 oz.) or less	0.2088 lb. (3.3407 oz.) or less	
	3/5	\$0.189	\$0.125	
	Basic	0.277	0.171	
	For pieces weighing:	more than 0.2068 lb. (3.3087 oz.)	more than 0.2088 lb. (3.3407 oz.)	
	Per piece rates:			
	3/5	\$0.049	\$0.024	
	Basic	0.137	0.076	
	PLUS Per pound rates:			
	3/5	\$0.677	\$0.484	
	Basic	0.677	0.455	

Annual bulk mailing fee of \$85.00 (E612.4.7).

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C810, C840) Maximum weight: less than 16 ounces.
Shape: rectangular.
Dimensions:

- Not less than 6 or more than 12 inches high.
- Not less than 5 inches long *if 6 to 7-1/2 inches high*; or not less than 6 inches long *if more than 7-1/2 inches high*.
- Not more than 15 inches long.
- Not less than 0.009 or more than 3/4 inch thick.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M820) Marking on each piece:

- Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTO." Pieces do not require an "AUTO" marking if they bear a ZIP+4 barcode or DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).
- Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTO."

Documentation:

- Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
- Address and barcode accuracy: Form 3553 (A950).
- Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Barcoded sack labels required (M032).
Sacks on pallets are permitted and preferred (M040).

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic



CLEVELAND OH 44114
STD FLT 5D BC
PORTLAND OR

CLEVELAND OH 441
STD FLT 3D BC
PORTLAND OR

ADC CLEVELAND OH 440
STD FLT ADC BC
PORTLAND OR

MXD PORTLAND OR 970
STD FLT BC WKG
PORTLAND OR

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted. (Exception: A sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use L004 for destination facility.

Sacks: Any remaining packages placed in mixed ADC sacks. No minimum required.

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed.